



المدرسة الأمريكية الخليجية
AMERICAN GULF SCHOOL

IB Continuum
Admissions Policy
and Procedures

Principal's Message

Dear Parents,

At American Gulf School, our school policies are developed keeping in mind the IB philosophies, standards, and practices. It is our goal to exhibit the principles of the IB learner profile and the IB mission in each of our policies.

Our policies have been developed through discussions with teachers, parents, and students to determine both content and layout. These are the policies mandated by the IB:

- Admissions
- Inclusion
- Language
- Assessment
- Academic Integrity

American Gulf School is proud to be a growing, diverse community that leads the way in international mindedness and tolerance in our region. We intentionally include and appreciate students of all identities, learning abilities and language backgrounds, with the assurances that we will cater for their needs.

In each of our policy documents, you will find the philosophy of tolerance driving the policy, our students' rights and community responsibilities. Each policy will have a description of how it promotes the IB learner profile, and links to the other policies.

With your help, our students will know their right to this education and appreciate that they have a responsibility to enable the rights of others. We will work together to achieve an Education Done Right.

Thank you, in advance, for reading these policies thoroughly.

Warmest regards,

Principal

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Our Guiding Principles

IB Mission

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

American Gulf School Vision

We aim to create an environment where everyone aspires to build a peaceful world, to grow through intercultural understanding and respect, and to succeed in the 21st century.

American Gulf School Mission

To provide a safe, friendly learning environment where our learners follow an innovative evolving 21st-century curriculum that promotes design thinking skills. We will focus on nurturing academic excellence through fun and engaging lessons that will encompass our values in our internationally minded future leaders.

Admissions Policy

Admissions Philosophy

American Gulf School is an equal opportunity school and we do not discriminate against race, gender, disability, or religion. We welcome children from all nationalities and this policy works hand in hand with our Equality and Inclusion policies.

Admissions duties are the responsibility of the Admissions Department, supported by the Academic Team consisting of Principal, Head of Schools, and Coordinator.

Rights and Responsibilities

Person	Rights	Responsibilities
Students	<ul style="list-style-type: none"> ○ Receive a quality education, education for all is a human right ○ Are treated with dignity and respect in the admission process ○ Are included in the admissions process 	<ul style="list-style-type: none"> ○ Promote and understand learning diversity as a valued and rich resource for building inclusive communities
Parents	<ul style="list-style-type: none"> ○ Receive timely responses ○ Receive all the guidelines and necessary information ○ Are treated with dignity and respect during the admissions process 	<ul style="list-style-type: none"> ○ Equip the school with all required information to enable timely responses and adequate preparation to ensure continuity of learning and inclusion
SLT, Teachers and Admissions Team	<ul style="list-style-type: none"> ○ Receive complete and accurate information from families about the student 	<ul style="list-style-type: none"> ○ Communicate with families in a timely manner and provides opportunities for a dialogue ○ Communicate and provides all guidelines and information about processes and procedures ○ Listens to the voices of all learners, their parents and caregivers, support staff and non-teaching staff

Academic Integrity and the Learner Profile

Principled: We will admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We will ensure that we consider applicants from our entire community.

Open-Minded: We will ensure that we consider applicants equally, regardless of nationality, race, gender, colour, religion, persuasion, or special needs.

Caring: We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

Links to Other Policies

[Admissions Policy and Assessment Policy](#)

At American Gulf School, we rely on families to provide accurate reporting data upon inquiry. This will be supported with CAT 4 and writing assessments to ascertain levels. These may be followed with interviews as explained later in this document.

[Admissions Policy and Academic Integrity Policy](#)

If students cannot come into school to take entrance exams, a representative from the previous school will invigilate on our behalf. Parents should provide the contact details for the representative.

[Admissions Policy and Inclusion Policy](#)

We aim to balance the levels of academic abilities, identities, and heritage to ensure diversity among our students. We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments. We expect our applicants to take admissions tests from Grade 1 to Grade 12.

[Admissions Policy and Language Policy](#)

At American Gulf School, a student's language profile is assessed based on his/her prior academic performance. A solid foundation in the child's mother tongue is essential for success. To be admitted, students should demonstrate age-appropriate literacy and proficiency in a language. All previous school records must be translated into English.

Language pathways are outlined further in the schools Language Policy.

If a student is found to not be able to access information or express themselves articulately in English, they may not be admitted to American Gulf School.

Admissions Procedures

General Admissions Procedures

Before attending the school, parents must complete an application form expressing an interest in registering the child into American Gulf School. This can be obtained online from the website.

We will require:

- A non-refundable and non-deductible application fee is required (525 AED)
- Online application form
- Copy of learner's passport
- Copy of learners previous 2 years reports and current semester reports
- Copy of recent Standardized Assessments: MAP, CAT4 (if available)
- Copies of any Special Education Needs, IEP, Psychological Evaluations, etc.

If there is a suspicion or any documentation that infers that a child has behavioural issues or has had previous disciplinary issues, they will be referred to a counsellor meeting who will then meet with interview with the Coordinator, Head of Secondary or Vice Principal to discuss recommendations prior to admission. This review and recommendation are to be completed within three days of the initial request.

Once all the above has been completed the learner will be invited for an entrance assessment and writing task (Grades 1-10), which will be carried out by the Admissions Department, who will determine the academic level and suitability for admission.

- All learners from Grade 1-12 will sit the CAT4 assessment and complete a writing task.
- KG learners will also undertake a basic entry assessment to determine number, sound, and letter recognition as well as assessing their social and emotional capabilities.
- Grades 9 to 12 will meet with the Head of Secondary and Coordinator to be interviewed, with the assessment being completed first and results passed to the coordinator before the interview.

If there is a suspicion or any documentation that infers that a child has behavioural issues or has had previous disciplinary issues, they will be referred to a meeting with the Head of Section to discuss recommendations prior to admission. This review and recommendation are to be completed within three days of the initial assessment.

If the applicant is unsuccessful at this point and it is apparent the applicant DOES NOT qualify for admission because they do not meet the academic requirements, suggestions by the Head of School/Coordinator can be made to parents on how they can work with the child to academically prepare him/her for the admissions assessment through external tutoring.

Should the applicant be successful on the second attempt, the admission file is then sent to the Coordinator for final approval. Any assessment approval required after the second failed assessment attempt must be sought from the Head of School. Parents MUST be informed of the decision within three days of the start date of the admissions process. Once the assessments and interviews have been completed, a decision should be made immediately and communicated to the parent/guardian/legal carer via telephone. Successful applicants will receive an official offer letter via email.

A non-refundable registration fee of AED 1,000 is required to secure the school seat. This fee is adjustable against the annual tuition fees.

Documentation required upon enrolment:

- Signed offer letter
- Acceptance form
- Copy of learner's Emirates ID (Front and Back)
- Copy of learner's residency visa
- Copy of learner's immunization card
- Copy of learner's birth certificate
- Copy of learner's photo
- Copy of parents' passports (both father and mother)
- Copy of parents' Emirates ID (front and back)

- Copy of parents' residency visa
- Copy of family card (Emirati learners only)
- Copy of parents' photos
- Copy of learner's medical consent form
- Completed medical consent form
- Completed photography/social media consent form
- Signed student code of conduct
- MYP Course selection (Grades 9 only)
- DP Course selection (Grade 11 only)

Students of Determination Admissions Procedures

American Gulf School is an inclusive school and endeavours to do all it can to comply with its legal and moral responsibilities under UAE law and SPEA to accommodate the needs of children who wish to join the school with physical, social, and educational needs. AGS believes that 'no child should be left behind' and will do all in its power to ensure the safety of all learners with special educational needs and to enable them to participate in all activities.

We do, however, reserve the right to refuse entry or placement, if we believe this will be detrimental to the care and wellbeing of the learner or the children in our care. To help better understand the learner's individual needs, parents of a child who has any disability or special educational need, are requested to provide medical reports, previous IEPs, psychological evaluations etc. to the school with full written details at registration before proceeding with the application.

The Admissions Department will request:

- Doctors/Specialist diagnosis and report (signed, dated, and stamped) that identifies ability, needs and recommendations (where applicable).
- Occupational therapy reports
- School reports
- These documents must be updated annually.

When a SEN/POD learner applies for a place within the school, the Head of Inclusion must be informed immediately and must play an integral part of the admissions process.

IB Standards and Practices for Admissions

Culture 1: The school secures access to an IB education for the broadest possible range of students. (O3O1-O1)

Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (O3O1-O1-O1OO)

Culture 1.2: The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (O3O1-O1-O2OO)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (O3O1-O1-O3OO)

Culture 6 The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (O3O1-O6)

Culture 6.1: The school implements processes with consideration of the relationship between its IB-mandated policies. (O3O1-O6-O1OO)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (O3O1-O6-O2OO)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (O3O1-O6-O3OO)

Culture 6.4: The school articulates a planned integration of human, natural, built or virtual resources in all of its IB-mandated policies. (O3O1-O6-O4OO)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (O3O1-O6-O5OO)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (O3O1-O6-O6OO)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (O3O1-O6-O7OO)

Cycle of Review

Following a full review by teachers, students, parents, the Pedagogical Leadership Team and the Board of the school, this policy has been published in December 2022 and applies from January 2023. After this point, all policies will be reviewed and updated during August inset each year.